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2           UNITED STATES DISTRICT COURT  
3           FOR THE  
4           NORTHERN MARIANA ISLANDS  
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7           Operation and Maintenance of the Refundable  
8           Library Key Fund  
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11          In accordance with the newly instituted Library Key Fund,  
12 the following procedures shall govern the operation and maintenance  
13 of the Fund effective this date:

14          1. Deposits shall be received. The Clerk or any  
15 deputy clerk shall issue a receipt in duplicate. The  
16 original shall be given to the depositor and the copy  
17 shall be retained in the receipt book for record.

18          2. Deposits collected shall be deposited in a  
19 regular savings account (separate from the  
20 Miscellaneous fund). This arrangement permits the  
21 withdrawal of funds for refund at any time upon  
22 request. Deposits shall be made as often as  
23 practicable. Interest earned from the Fund shall be  
24 withdrawn and deposited in the Library Miscellaneous  
25 Fund.

26          3. Before making a refund, the Clerk or any deputy  
27 clerk shall first review the Library Key Log Sheet for  
28 verification of the deposit made.

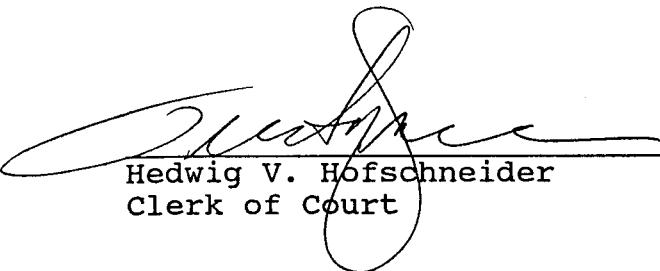
29          4. A receipt for the refund shall also be issued in  
30 duplicate and signed by the receiver of the refund  
31 money as an acknowledgement. The original of the  
32 receipt shall be retained for record and the copy  
33 shall be given to the receiver of the refund money.

34          5. The fund shall at all times be securely stored  
35 in the safe. Similarly, the receipt books and related  
36 records shall be stored in the vault.

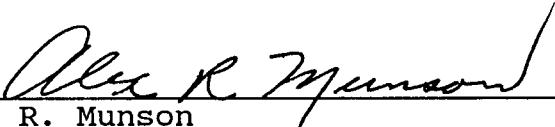
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2     6. The Clerk or the Financial Deputy shall  
periodically make a "cash count" of the Fund and  
reconcile records.

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4     7. Any discovered discrepancy shall be reported  
forthwith to the Clerk.

5     Dated this 9th day of October, 1990.

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Hedwig V. Hofsneider  
Clerk of Court

11     Approved:

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13     Alex R. Munson  
Chief Judge